

ISD News and Views

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Commentary

The News & Views face-lift is underway, but we'd like to get your opinions before proceeding. If you have any thoughts on the issue, please take a few minutes to give us your views. Call Sherry Hanks at 444-2700. If you would like to submit articles for publication, our publication schedule for the next three months is:

Activity	Deadline
March Issue	
Submission of articles to ed.	Fri., 2/15
Management review of N&V	Fri., 2/22
N&V to printer	Tues., 2/26
N&V to readers	Mon., 3/4
April Issue	
Submission of articles to ed.	Fri., 3/15
Management review of N&V	Fri., 3/22
N&V to printer	Tues., 3/26
N&V to readers	Mon., 4/1
May Issue	
Submission of articles to ed.	Fri., 4/19
Management review of N&V	Fri., 4/26
N&V to printer	Tues., 4/30
N&V to readers	Mon., 5/6

If you have valuable input but are unable to meet the above schedule or if you have any questions about News & Views' publication, please call Sherry Hanks at 444-2700.

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PLEASE RETURN

Mainframe

CL/SuperSession Messages-- Turning the Function Off and On

Users who logon to IDMS, CICS or TSO through CL/SuperSession may experience problems when using File Transfer through TSO or building screens through IDMS or CICS. Online screens you are building with IDMS or CICS can be destroyed when the process is interrupted with a SuperSession message. TSO File Transfers can abort because of a SuperSession message.

To avoid one or both of these problems, you can disable the message function and stop the immediate broadcast of SuperSession messages while you are building screens or transferring files--or at any other time you choose. Then you can enable the message function when receiving messages is no longer hazardous to your processing. You do this by creating triggers. These triggers are like those already available in SuperSession--such as the screen lock, **\L**--except that you define them yourself.

To create triggers that disable and enable the immediate broadcast of SuperSession messages:

1. Select **Options** from the CL/SuperSession Main Menu.
2. At the Options menu, press **Enter** to select Option 1 - Update Triggers. A window lists your current triggers.
3. Use **Tab** to position the cursor at the point where you want the new trigger to appear (it will be inserted below

your cursor position). Type **a** for "add trigger" and press **Enter** to display the Add Trigger window.

4. Fill in the following, using **Tab** to move from field to field. Do not press **Enter** until all fields are filled in correctly.

PHRASE..... type your trigger, such as **=msgoff** or **=nomsg** and press **Tab**
KEY..... type **ENTER** and press **Tab**
DIALOG NAME.. type **IMBCOFF** and press **Enter**

Begin the trigger phrase with "="; then use any sequence of characters you choose. (Note that **** is reserved for CL/SuperSession.) If you use a PF key or any other application function key, CL/SuperSession will always intercept the keystroke and execute the trigger command rather than passing the keystroke to your application program.

5. Add a second trigger that you can use to enable immediate receipt of CL/SuperSession messages. Repeat Step 3, above, and fill in the Add Trigger window fields as follows:

PHRASE..... type your trigger, such as **=msgon** and press **Tab**
KEY..... type **ENTER** and press **Tab**
DIALOG NAME.. type **IMBCON** and press **Enter**

6. If you made a mistake or want to change a trigger after you have pressed **Enter**, position the cursor next to the trigger you want to change, type **m** for "modify" and press **Enter**. Change the trigger information by typing over the current entry(ies). Press **Enter** when all entries are correct.

(Continued on Page 3, Column 1)

(SuperSession Messages, Continued from Page 2)

7. Press **F12** to return to the SuperSession main menu.

You can issue a trigger from any input field on any screen except the SuperSession main menu. For example, you could type **=nomsg** and press **Enter** in any command input field within your application before starting to build an online screen. Be sure the cursor is at the beginning of the field and remember that triggers are "case sensitive." That is, if you create the trigger with lower case letters, you must use lower case letters to issue it.

Once you enable the message function again, you will begin receiving messages, but will not receive any messages sent while the function was disabled. If you are unsure whether message broadcast is enabled or disabled, just type the trigger that you want to have in effect.

VSAM Alternate Indexes

Do you define alternate indexes (AIX's) on your VSAM clusters? Is your base cluster large? If you answer "YES" to these questions, Technical Services has an article from the ENTERPRISE SYSTEM JOURNAL discussing a new way to build AIX's. This new method will reduce the time and resources needed to rebuild an AIX over a large VSAM base cluster. For a copy of this article, contact Technical Services at 444-2860.

Training

Class Registration

ISD offers several classes that are very popular with state employees. To ensure your participation in a class, you may call 444-2973 to pre-register. Completed enrollment forms must also be sent to the ISD Help Desk. Participants will receive a letter confirming their attendance in a class about 1 1/2 weeks in advance.

Training Information

All classes will be held in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration class, unless otherwise announced.

The cost of the classes is as follows:

<u>Class Name</u>	<u>Subscriber</u>	<u>Non-Subscriber</u>	<u>Length in Days</u>
Introduction to TSO/SPF	\$ 50.00	\$ 50.00	1
Personal Services/PC	30.00	30.00	½
Personal Manager (PM)	30.00	30.00	½
*Introduction to JCL	200.00	200.00	4
*Introduction to Culprit	150.00	150.00	3
*Culprit Programming for IDMS	100.00	100.00	2
*Using COMPAREX	30.00	30.00	½
*Using Novell Network	30.00	40.00	½
Introduction to SAS: Module 1	25.00	25.00	¼
Module 2	25.00	25.00	¼
Module 3	125.00	125.00	2½
Module 4	25.00	25.00	½
Module 5	25.00	25.00	½
Beginning Microcomputer Skills	50.00	70.00	1
Fundamentals of DOS	50.00	70.00	1
Intermediate DOS	50.00	70.00	1
*Conversion from WordPerfect 4.2 to 5.0	30.00	40.00	½
Conversion from WordPerfect 5.0 to 5.1	30.00	40.00	½
Introduction to WordPerfect (5.0 or 5.1)	75.00	105.00	1½
Advanced WordPerfect (5.0 or 5.1)	75.00	105.00	1½
Conversion from Lotus 2.01 to 2.2	30.00	40.00	½
*Conversion from Lotus 2.01 to 3.0	30.00	40.00	½
Conversion from Lotus 2.2 to 3.0	30.00	40.00	½
Introduction to Lotus 1-2-3 (Rel. 2.2 or 3.0)	100.00	140.00	2
Advanced Lotus 1-2-3 (Rel. 2.2 or 3.0)	100.00	140.00	2
Spreadsheet Design and Documentation	50.00	70.00	1
*Lotus 1-2-3 Macros	100.00	140.00	2
*Introduction to Lotus 1-2-3 Databases	100.00	140.00	2
Micro Database Concepts and Design	50.00	70.00	1
Conversion from R:Base 2.11 to 3.1--Demonstration	FREE	FREE	¼
Introduction to R:Base (Rel. 3.1)	125.00	175.00	2½
Intermediate R:Base (Rel. 3.1)	100.00	140.00	2
Introduction to PFS:Professional File	50.00	70.00	1
*Freelance	50.00	70.00	1
State Telephone Training	FREE	FREE	¼

* This class is not scheduled during the time covered in this issue.

Training Calendar

Data Network/Mainframe Classes

Mar 13	Introduction to TSO/SPF
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Microcomputer Classes

Feb 11	Beginning Microcomputer Skills
Feb 19	Intermediate DOS
Mar 7	Fundamentals of DOS
Mar 25	Beginning Microcomputer Skills

Word Processing Classes

Feb 12 & am Feb 13	Introduction to WordPerfect 5.1
Feb 21 & am Feb 22	Advanced WordPerfect 5.0
Mar 5 & am Mar 6	Introduction to WordPerfect 5.0
Mar 14 & am Mar 15	Introduction to WordPerfect 5.1

Spreadsheet Classes

Feb 14 & 15	Introduction to Lotus 1-2-3, Rel. 3.0
Feb 25 & 26	Introduction to Lotus 1-2-3, Rel. 2.2
Mar 8	Spreadsheet Design and Documentation
Mar 11 & 12	Introduction to Lotus 1-2-3, Rel. 2.2
Mar 18 & 19	Advanced Lotus 1-2-3, Rel. 2.2

Database Classes

Feb 7	Introduction to PFS:Professional File
Mar 26 & 27	Intermediate R:Base

Communication Classes

Feb 6 am	State Telephone Training
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Data Network Classes

INTRODUCTION TO TSO/SPF: presented by Jeff Holm of the Application Services Bureau

DATE: March 13, 1991
TIME: 8:30 am to 4:00 pm
PREREQUISITE: 3270nd (interactive class on terminal operation)
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

INTRODUCTION TO TSO/SPF is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn menu system used to enter data and programs into the State of Montana central computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PCs linked to the State's central computer. This course is a prerequisite for many other ISD classes.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of The Computer School

DATES: February 11, 1991, or
March 25, 1991
TIME: 8:15 am to 4:30 pm
PREREQUISITE: None
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The machine
- The operating system
- Word processing
- Spreadsheets and graphics
- File Management
- Communications

All class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. It--or its equivalent--is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of The Computer School

DATE: March 7, 1991
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of The Computer School

DATE: February 19, 1991
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Fundamentals of DOS or equivalent
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- | | |
|------------------------|-----------|
| • ATTRIB | • JOIN |
| • Batch File Creation | • LABEL |
| • EDLIN | • MODE |
| • Batch file commands | • REPLACE |
| • DISKCOMP | • SELECT |
| • Filters (FIND, MORE) | • XCOPY |

Word Processing Classes

INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of the Application Services Bureau or The Computer School

DATE: March 5 and 6, 1991

TIME: 8:30 am to 3:30 pm on first day

8:30 am to noon on second day

PREREQUISITE: Beginning Microcomputer Skills or equivalent

LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of the Application Services Bureau or The Computer School

DATE: February 21 and 22, 1991

TIME: 8:30 am to 3:30 pm on first day

8:30 am to noon on second day

PREREQUISITE: Introduction to WordPerfect 5.0 or equivalent

LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

INTRODUCTION TO WORDPERFECT 5.1:

presented by the staff of the
Application Services Bureau or
The Computer School

DATE: February 12 and 13, 1991, or
TIME: March 14 and 15, 1991
8:30 am to 3:30 pm on first day
8:30 am to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class is designed for those users new to WordPerfect. This class will lead participants through the basics--creating, editing and printing documents. Some advanced features--formatting, spell check, block functions and others--will also be covered.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3 RELEASE 2.2: presented by the staff of the Application Services Bureau or The Computer School

DATE: February 25 and 26, 1991, or
March 11 and 12, 1991
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class is designed for persons with little or no Lotus 1-2-3 experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will concentrate on using 1-2-3 Release 2.2 to design, create, edit and print spreadsheets and to create graphics. Some intermediate features such as the Allways Add-In product will be used to teach enhanced printing spreadsheets and graphs.

INTRODUCTION TO LOTUS 1-2-3 RELEASE 3.0: presented by the staff of the
Applications Services Bureau

DATE: February 14 and 15, 1991
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class is designed for persons with little or no Lotus 1-2-3 experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of 3-dimensional spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, multiple spreadsheets within a single file, and the opening of multiple files at the same time.

SPREADSHEET DESIGN AND DOCUMENTATION: presented by Randy Pugh of
the Application Services Bureau

DATE: March 8, 1991
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class will emphasize the importance, effectiveness and the organizational benefits of good spreadsheet design and documentation. Lotus 1-2-3 Release 2.2 will be used to demonstrate good and bad techniques. Some methods to locate some of the more common mistakes and logic problems will be covered.

ADVANCED FEATURES OF LOTUS 1-2-3, VERSION 2.2: presented by The
Computer School

DATE: March 18 and 19, 1991
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This course is designed for anyone who is using Lotus 1-2-3 to create spreadsheets for all but the simplest applications. Advanced features include:

- File linking and multiple worksheet consolidation
- The @ functions
- Use of dates and times within 1-2-3
- Hiding and/or protection of spreadsheet ranges
- Advanced global settings
- Setting sheets and improved graph appearance

The class will also cover demonstrations of Lotus 1-2-3's database and Macro functions and many other features not included in Introduction to Lotus 1-2-3.

The class consists of lecture, hands-on practice, lab work and a question and answer period.

Database Classes

INTRODUCTION TO PFS:PROFESSIONAL FILE, VERSION 2.0: presented by
Randy Pugh of the Application Services Bureau

DATE: February 7, 1991
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

The PFS:Professional File software is an easy to use file management system. This course will give the participant hands-on experience creating databases, demonstrating the flexibility of this software in storing, retrieving, and updating a large amount of related information.

INTERMEDIATE R:BASE: presented by Jeff Holm of the Application Services Bureau

DATE: March 26 and 27, 1991

TIME: 8:30 am to 4:30 pm

PREREQUISITE: Introduction to R:Base

LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class will expand on topics covered in "Introduction to R:Base." Topics will include sophisticated forms and reports, multi-table operations, database maintenance, and R:base commands and functions. An overview of custom code and macros will be given to demonstrate the programming capabilities of R:Base, but emphasis will be on enhancements to Application Express rather than "programming from scratch."

Communication Classes

TELEPHONE STATION USER TRAINING: presented by Nancy Lonz of the Telecommunications Bureau

DATE: February 6, 1991

TIME: 8:30 to 10:30 am

PREREQUISITE: None

LOCATION: Basement of the Teachers Retirement Bldg at 1500 6th Ave.

This class is designed as an introductory or refresher course to familiarize employees with the features and use of the State telephone system. Also discussed will be the different calling capabilities available and the dialing plan. This is an interactive class combining demonstrations and hands-on use of the features and the dialing plan.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION SERVICES "HELP DESK"
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE BUSINESS DAYS BEFORE THE DATE FOR EACH CLASS.

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